

DEPARTMENT INSTRUCTION

APPROVED BY MARSHAL: <i>[Signature]</i>	DATE: <i>6-3-97</i>	CATEGORY	NUMBER
		PERSONNEL	2.9
SUBJECT: OUTSIDE EMPLOYMENT ACTIVITIES			PAGE 1 of 2
COMMENTS: REPLACES INSTRUCTION DATED 6/21/96			

Outside Employment Requests and Other Activities

- A. No member shall accept any outside employment or engage in the management or operation of any enterprise or business without the prior approval of the Marshal. Outside employment shall not exceed sixteen (16) hours per week.
- B. Personnel requesting to participate in outside employment shall submit a written request to the Marshal. Such request must specify the outside employment in sufficient detail for the Marshal to make a determination of compatibility.
- C. Outside employment is in conflict if it brings discredit or disrepute upon the Department and/or:
1. Involves the use for private gain or advantage of the employee's department time, facilities, equipment and supplies, or the badge, uniform, prestige, or influence of the department for employment, or;
 2. Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the department for the performance of any act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of the department or as a part of his or her duties as a department employee, or;